

**U.S. FISH AND WILDLIFE SERVICE
COLLECTION OFFICER DESIGNATION CERTIFICATION (FORM 3-2157)**

PART A - COLLECTION OFFICER DESIGNATION

The employee / volunteer listed in Part B is hereby designated as a () Primary / () Alternate Collection Officer at

_____ effective _____
Station / Office Name *Date*

PART B - COLLECTION OFFICER CERTIFICATION

I certify that I have been advised of the duties and responsibilities associated with the role of the designated Collection Officer, provided access to the Service's Collections Handbook, and given access to adequate facilities to safeguard and protect collected funds as appropriate and necessary. In addition, I certify that I have read and understand the procedures and requirements as stated in Service Manual Part 261 and Part 263.

Print Full Name *Title*

Signature *Date*

PART C - ELECTRONIC PAYMENT SYSTEM AUTHORIZED ACCESS

My supervisor and I concur that I require the collection officer designation and access to the Department of the Treasury's electronic payment system in order to fulfill my collections responsibilities.

- A. I do not need access to be granted in conjunction with this certification. B. I request that access be granted in conjunction with this certification.

If you checked option B above, fill in all of the information listed below:

Office Mailing Address	
Office Phone Number	Office Fax Number
Service Email	Ten-Digit Cost Center

PART D - AUTHORIZING OFFICIAL CERTIFICATION

I certify that the employee / volunteer identified in Part A has been advised of the duties and responsibilities associated with the role of the designated collection officer, and that he / she has access to adequate facilities to safeguard and protect collected funds as appropriate and necessary.

Supervisor Signature *Date*

Regional Budget and Finance Officer Signature *Date*

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INSTRUCTIONS: This is the form that Service employees / volunteers, their supervisors, and Regional Budget and Finance Officers (BFOs) use to document the employee's / volunteer's designation as a primary or alternate collection officer (hereafter referred to as "collection officer").

Prior to beginning this form, the prospective collection officer must complete the following activities:

- Read Service Manual Part 261 and Part 263 (available at <http://www.fws.gov/policy/manuals/>) and the *Collections Handbook*.
- Meet with your supervisor to discuss the requirements and responsibilities associated with the collection officer role. Your supervisor will identify the date you will begin these duties and identify the alternate collection officer who will complete these duties in your absence.

Part 1: The prospective collection officer completes the following steps.

Step 1: Complete Part A of the form by checking the Primary or Alternate Collection Officer role and filling in the name of the Station or Office where you will be a collection officer. Fill in the date on which you will assume the role, per your conversation with your supervisor.

Step 2: Print your full name and title, and sign and date Part B of the form.

Step 3: In Part C of the form, indicate whether or not you require access to the electronic payment system. Choosing option A indicates you do not need access or already have access to the electronic payment system to complete your duties as a collection officer. If you require access to complete your duties, choose option B and fill in the table in the bottom of Part C with the following information:

- Office mailing address
- Office phone number
- Office fax number
- Service email address
- Ten-digit Cost Center

Step 4: Deliver the form to your supervisor.

Part 2: The supervisor completes the following steps.

Step 1: Check that Parts A, B, and C of the form are complete and accurate; work with the prospective collection officer to resolve any issues and complete these parts.

Step 2: When Parts A, B, and C are complete and accurate, sign and date Part D of the form.

Step 3: Submit the form to your Region's Regional collection officer.

Part 3: The Regional collection officer completes the following steps.

Step 1: Check that Parts A, B, and C of the form are complete and that the supervisor has signed and dated Part D of the form. Work with the prospective collection officer and his / her supervisor to resolve any issues.

Step 2: Obtain the Regional BFO's authorization signature.

Step 3: Send a copy of the completed form to the designated collection officer for his / her records.

Step 4: If the collection officer requires access to the electronic payment system, forward the form to DFM-CAS to initiate Pay.gov access.

NOTE: The designated collection officer and the Regional collection officer must maintain copies of the completed FWS Form 3-2157 for their records.